

# EXHIBIT 7

# INSTRUCTIONAL RATING MANUAL



2016 – 2017



## • INSTRUCTOR EXAMINER •

**15. INSTRUCTOR EXAMINER ADMINISTRATIVE RESPONSIBILITIES****A. RESPONSIBILITIES OF THE INSTRUCTOR EXAMINER**

1. Before the course
  - a. Coordinate course dates and hosting arrangements with the USPA Group Member drop zone
  - b. Register the course with USPA Headquarters if desired. (USPA will list the course on its website calendar for instructional rating courses.)
  - c. Courses registered 45 days in advance may also be listed in Parachutist magazine
  - d. Registration may be accomplished by completing the online course registration form located in the rating course calendar on the USPA website.
  - e. Each course must be planned to allow for an adequate number of days to run the course and complete the ground and air evaluations
  - f. Ensure each candidate has completed any prerequisite course requirements
    - (1) Proficiency card completed in required areas
    - (2) Possesses a SIM and IRM dated within two years of the course
    - (3) Acquired the necessary jump number and/or freefall time
    - (4) Completed the written test prior to arrival at the course
  - g. Arrange for adequate staffing for the course
    - (1) Ensure the drop zone has arranged for the necessary aircraft and pilot support
    - (2) Additional course evaluators will be needed for more than three course candidates
    - (3) A ratio of one evaluator per three candidates will help the course run at the correct pace
2. Opening the course
  - a. Introduction
    - (1) Introduction of the IE and course staff
    - (2) Establish the schedule for the course, providing a short explanation of the planned activities for each day of the course
    - (3) Ensure that each candidate and course staff member has clear expectations of what is expected from the course candidates and staff
    - (4) Introduction of the candidates to the course staff and each other
    - (5) Determine why each course candidate is attending the course
    - (6) Use of creative ice breakers as a fun and interesting way to handle course introductions and begin the team-building process
    - (7) Collect course fees
  - b. Creative Ice Breakers
    - (1) Introduce Yourself
    - (2) Introduce Your Neighbor (see facilitation section)
    - (3) My Favorite (see facilitation section)
    - (4) False Colors (see facilitation section)
  - c. Confirm course requirements have been met by each candidate
    - (1) Current regular member of USPA
    - (2) Appropriate USPA license
    - (3) Proficiency card requirements for any items required before the course have been completed
    - (4) Verify the candidate has obtained the jump numbers or freefall time required
    - (5) Candidate must be a USPA Coach or expired USPA rating holder for any USPA Instructor rating
    - (6) FAA 3rd class medical or equivalent medical exam is required for the USPA Tandem Instructor rating
    - (7) Section 1 of each rating course syllabus in the Instructional Rating Manual includes the course requirements for candidates, IEs and the evaluation staff used for each course.
    - (8) Be present and attentive for the entire course from start to finish.
3. During the course
  - a. Use the same principals of instruction reviewed with the candidates from the Coach Course syllabus while running the course
    - (1) Keeps the course on track
    - (2) Leads by example
  - b. In addition to leading the course, each IE is expected to mentor the evaluators in the course
    - (1) New course evaluators will need direct supervision and close guidance from the IE in order to learn the correct evaluation process
    - (2) Evaluators who are seeking the IE rating should be given the opportunity to complete the required tasks listed on the IE proficiency card
    - (3) The IE must ensure that the course evaluators apply the same standards to each course candidate
4. After the course
  - a. Complete the after-action report
  - b. Collect each evaluator information form
  - c. Make copies of all successful candidate proficiency cards
  - d. Complete any required letters of recommendation for any course evaluator who qualifies as a new IE
  - e. For tandem instructor rating candidates, collect a copy of the FAA third class medical or equivalent
  - f. Collect candidate course fees and USPA rating fees (if applicable)
  - g. Send a copy of the above listed materials to USPA Headquarters, including any rating fees

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SECTION 15

INSTRUCTOR EXAMINER ADMINISTRATIVE RESPONSIBILITIES

B. COURSE RECORDS

1. Each candidate should retain his original proficiency card (or a copy of it) for personal records
2. Items to be retained by the IE for at least two years
  - a. After action report
  - b. Candidate written tests
  - c. Air skills evaluation forms
  - d. Ground skills evaluation forms
  - e. Copy of any letters of recommendations
  - f. Copy of Proficiency cards